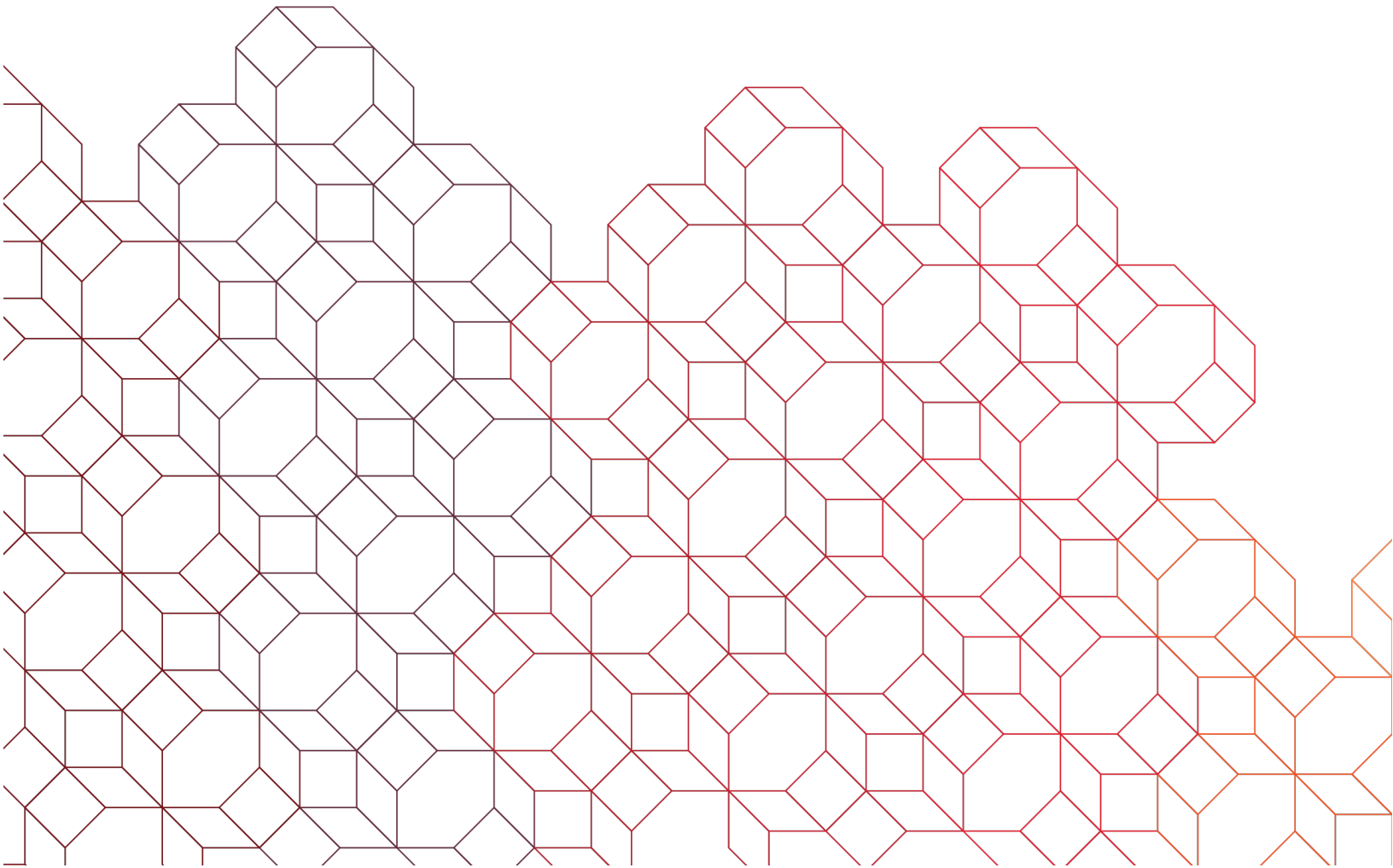# Corporate Card Program

Payment Instructions

Payment Instructions

Below you will find several Corporate Card Program payment options. If you require immediate availability (ran out of available funds or anticipating a large transaction for example), it is advised you make payment by phone as that will allow immediate credit.

Online, ACH and Wire payment **cutoff time is 3:30 CT Monday – Friday** (except holidays) for next business day availability.

If you have any questions, please contact us at CorporateCardSupport@bokf.com.

Phone (IVR) Payments - Immediate Availability Applied
- Dial 1-877-468-6115
  - o This function is available to the Program Administrator only.
- An option will be given to use the automated system or speak to a live agent.
- You will be required to provide the 16-digit billing account number (not individual cardholder), the 4-digit Admin security code, 9-digit TIN and corporate zip code.
  - o If you do not have the 16-digit billing account number, you will need to speak with live agent.
- You will then be prompted to provide bank account information (account and routing number), the amount of the payment, and when payment should be effective.
  - o **NOTE:** Sub-Billing/FO clients must use the unique Sub-Billing account, not the corporate account.
- Payment credit will be reflected in available money same day.

Online, ACH, Wire and Check Payments

All Online, ACH, Wire and check payments will require the 15-digit Unique Identifier.
- You can locate the Unique ID number in the Account Messages section of your Corporate or Sub-billing (FO) account statement.

To access your billing statement in Spend Control:
- Go to Financial > Account Statements > Search by: "All Account" and select your Corporate/FO statement (not an individual cardholder). An example of where to find the Unique Identifier is below.

Account Messages
This Unique Identifier 09266XXXXXXXXXXX is linked to your billing account. Please use it on any payment that is not made through auto draft or through the call center. This is how the payment will be associated with your account.

If you have any questions, please contact us at CorporateCardSupport@bokf.com.

Online Payments

NOTE: You must first be set-up for online payments by the BOK Financial Corporate Card team. Please contact your Corporate Card Account Manager if you are unable to access online portal.

Online payments will be applied following business day if payment processed **before 3:30 pm CT**.
- Navigate to the following link: https://ebpp.billeriq.com/ebpp/CorpCard/Login/Index.
- Click on the "Pay Now" tab at the top of your screen.
- Enter the 15-digit Unique ID Number (remove leading zero) and the corporate Zip Code then click "Pay Now".
- Click on "Pay My Bills".
  - Enter in Payment Amount.
  - Click on the (+) (Enter hyperlink) towards right-hand side of screen.
- A pop-up will appear where you can input checking account information.
  - Select Account Type – Personal or Business.
  - Select Banking Type – Checking or Savings account.
  - Key in Account Number (twice to confirm) and routing information.
  - Type in the name on the account. **Note:** You may see "message format should be first/last name". Please input "business name" (example: Company Inc).
  - Select Agree and Enter Account then click Enter Account button
- You will return to the original screen where you can now click "Continue to Payment".
- You will be directed to the Verify Payment page where your payment and company information should appear.
- Review for accuracy, check box to "agree to terms and conditions" then click "Make Payment".
- Save or print the confirmation page for your records.

Wire Transfer
- Bank Name: BOK Financial
- Bank Account Name: BOKF Credit Card Customer Payments
- Bank Routing Number: 103900036
- Bank Account Number: 209943452
- **REQUIRED:** Include the 15-digit Corporate Unique Identifier (leading zero removed) within the wire. This information is required in order to apply your payment. Failure to include this required information may result in delayed payment application causing past due account and may negatively impact cardholders.

ACH
An ACH payment can take minimum of 2 – 3 business days to be received and applied to your account, so please remit your payment in a timely manner to ensure it is received by the due date.

ACH payments should be made via CCD+CO transaction type to allow for addenda information. If you are not enabled to provide the addenda data, you may not pay through ACH.
- Bank Name: BOK Financial
- Bank Account Name: BOKF Credit Card Customer Payments
- Bank Routing Number: 103900036
- Bank Account Number: 209943452
- **REQUIRED:** Include the 15-digit Corporate Unique Identifier (leading zero removed) within the ACH Addenda. This information is required in order to apply your payment. Failure to include this required information may result in delayed payment application causing past due account and may negatively impact cardholders.

If you have any questions, please contact us at CorporateCardSupport@bokf.com.

Check
Please note inclement weather or other factors can delay the delivery of mail so please allow enough time to ensure the check arrives and gets processed before your Payment Due Date.
- Make check payable to: "BOKF Commercial Credit Card".
- **REQUIRED:** Include the 15-digit Corporate Unique Identifier (leading zero removed) in the memo field of the check. This information is required in order to apply your payment. Failure to include this required information may result in delayed payment application causing past due account and may negatively impact cardholders.

Mail check via USPS:
- BOKF Commercial Credit Card
  Dept. 1746
  Tulsa, OK 74182

Mailing via FedEx:
Please enclose check in an envelope stating "BOKF Commercial Credit Card Dept. 1746".

Mail to:
- BOKF Remittance
  Attn: BOKF Commercial Credit Card
  6242 E 41st St.
  Tulsa, OK 74135

If you have any questions, please contact CorporateCardSupport@bokf.com.